

Publisher 2003

Bells & Whistles Part 3: Using Graphics in a Publication

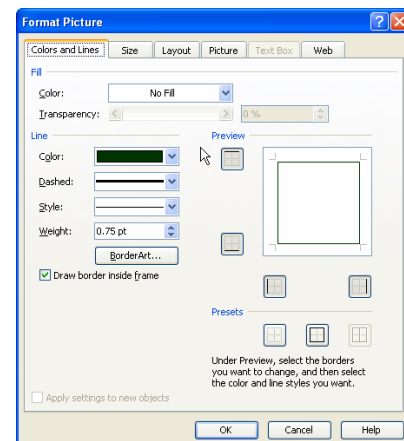
In a previous lesson, you learned how to insert pre-made graphics, including clip art items and pictures from files, into your publications. You can modify those pictures in various ways after they are inserted. In this lesson, you will modify pictures in your publications.

Objective 1: Learn how to Format Picture Frames

Once you have inserted a custom picture and moved and sized the picture frame as desired, you might want to enhance the picture frame. In this topic, you will add a border with a color and border thickness.

To format a picture frame:

1. Right-click a picture and choose **Format Picture** to display the **Format Picture** dialog box.
2. If necessary, select the **Colors and Lines** tab.
3. Select the desired effects.
4. Click **OK** to close the **Format Picture** dialog box and apply the effects to the **Picture Frame**.



Note: The Picture tab has additional options you can set under Image Control such as color, brightness, and contrast.

Objective 2: Learn How to Crop a Picture

Cropping lets you take an existing picture and use just the parts you need. In this topic, you will crop an image to remove the unwanted portions.

To crop a picture:

1. **Right-click** the picture you intend to crop.
2. Select the **Picture** tab
3. From the **Crop from** section, select the desired settings from the **Left, Right, Top, and/or Bottom** box.
4. Click **OK**

Objective 3: Learn How to Wrap Text around a Picture

To wrap text:

1. Select the picture frame you intend to wrap text around.



2. On the **Picture** toolbar, click the **Text Wrapping** button .
- If necessary, you can access the Picture toolbar by clicking **View, Toolbars, Picture**
3. Select the desired option.

Through Wrap




Note: **Square** wraps on all sides around the graphic and appears as a square shape around the graphic. **Tight** is as close to the shape of the graphic as possible. **Through** wraps around the perimeter and inside any open portions of the graphic. **Top and Bottom** wraps above and below the graphic only. **None** removes text wrapping.

Objective 4: Learn How to Insert WordArt

WordArt is a Microsoft Office System tool that enables you to create decorative text elements as graphic objects in a publication. You can convert existing text to WordArt. Select the text before you display the WordArt gallery.


To insert a WordArt object into your publication:

1. Select the **Insert** menu from the **Objects** toolbar, click the **Insert WordArt** tool .
2. Select **Picture, WordArt**
3. From the **Word Art Gallery** dialog box, select a **WordArt** style
4. Click **OK**.
5. Format text as desired.
6. If desired, **Double-click** the Word Art text to edit or select additional settings.

Objective 5: How to Insert a Design Gallery Object

You've added different graphic elements to a publication. In this topic, you will add a Design Gallery object, which not only adds visual interest, but can also save you many hours in design work.

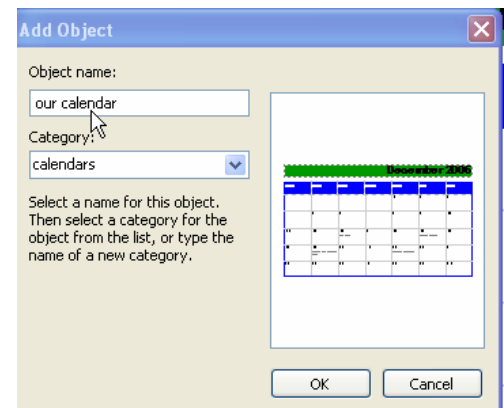
To insert a Design Gallery object:

1. Select the **Insert** menu
2. Click the **Design Gallery Object** button .
3. On the **Objects by Category** tab, select a category of your choice.
4. From the **Design Gallery**, select the **Design Gallery** object.
5. Click **Insert Object**.
6. Drag the object to a location of your choice.



To Store a Graphic in Design Gallery

1. Select the object you want to store.
2. Choose the **Insert** menu→**Add Selection to Design Gallery**.
3. In the **Object Name** text box, type a name for the object.
4. In the **Category** drop-down list box, type a new **category** name, or select an existing category name.
5. Click **OK** to store the logo in the **Design Gallery** for use again within the currently open publication.



To insert a custom-designed object:

1. Select the **Insert** menu
2. Click the **Design Gallery Object** button
3. Click the **My Objects** tab; select a category of your choice.
4. From the **Preview** Gallery, select the **Design Gallery** object and click **Insert Object**.
5. Drag the object to a location of your choice.



Objective 6: Learn How to Verify Pictures

To check the status of all pictures in a publication:

1. Open an existing publication
2. Choose **Tools**→**Graphics Manager** to display a list of all the graphics in the publication in the **Graphics Manager Task** pane.
3. Under **Select a Picture** in the **Graphics Manager Task** pane, click the drop-down list arrow next to the graphic you are interested in and select an option of your choice.
 - Select **Go to This Picture** to go to the page where the picture resides
 - Select **Find The Linked Picture** to open the **Link To Graphic** dialog box to relink a picture whose status is Original Is Missing
 - Select **Update This Link** to automatically update a linked picture
 - Select **Convert to Embedded Picture** to embed linked picture data into the publication and break the link to the external linked file.
 - Select **Save as Linked Picture** to open the Save As dialog box to save an embedded picture as an external file and link to it.
 - Select **Replace This Picture** to open the Insert Picture dialog box to select a picture to replace the current picture.
 - Select **Details** to open the Details dialog box to get detailed information about the picture.

Note: Depending on the status of the picture, some of the following options will be available

